

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Kansas City, Kansas		2. POSITION NUMBER 00028907	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>OPM PS 95-1801 SES 10/97</i>					
		b. Title		c. Service	d. Series
Official Allocation Environmental Scientist				GS	1301
				e. Grade	f. CLC
				13	5/8
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Kimberly Hill		
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY <i>Region 7</i>			c.		
b. <i>Water, Wetlands and Pesticides Division</i>			f.		
c. <i>Wastewater and Infrastructure Management Br.</i>			g.		
d. <i>Wastewater and Infrastructure Management Branch</i>			h. EPAYS Organization Code <i>90797000</i>		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Pradip Dalal, Chief, Wastewater & Infrastruct.			d. Typed Name and Title of Second-Level Supervisor Leo J. Alderman, Director, WWPDP		
b. Signature <i>[Signature]</i>		c. Date <i>7/31/03</i>		e. Signature <i>[Signature]</i>	
				f. Date <i>8/1/03</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <i>42</i>					
d. Bargaining Unit Code <i>0029</i>		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>[Signature]</i>	
				g. Date <i>8/13/03</i>	
11. REMARKS					

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office.
- 11) **REMARKS:** To be completed by Human Resources Office.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your servicing Human Resources Office.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Environmental Scientist

PD#

GS1301-13

INTRODUCTION:

The incumbent of this position serves as technical authority in the National Pollutant Discharge Elimination System (NPDES) of the Clean Water Act. The overall object of this position is to assure that the national NPDES program is carried out and to prevent the discharge of pollutants to the water of the United States. Discharge of pollutants comes from industrial and municipal sources. The incumbent has expertise on one or more program areas, storm water, concentrated animal feeding operations, Sanitary Sewer Systems (separated and combined), whole effluent toxicity, biosolids, or overall NPDES program health. The incumbent ensures state program authorization and effective implementation of the NPDES permitting program.

MAJOR DUTIES:

Serves as a Senior technical consultant and resource representing the Regional Water Program for State, local, and Tribal governments, industry and special interest organizations. The incumbent's assignments are technically complex and precedent-setting. As such, the incumbent has overall independent responsibility for complex technical problem solving resulting in specific project solutions and general program direction.

Provides expert advice regarding matters relating to the development, implementation and monitoring of federally required Clean Water Act provisions, and implementing regulations, policies and plans. Identify innovative and insightful approaches for purposes of reviewing, analyzing, and recommending modifications of complex water related permits, plans and programs developed by State, local and Tribal governments and industry which are responsible for implementing various aspects of the Clean Water Act.

Serves as a technical authority in resolving controversial situations and issues such as conflicting program goals or conflicting state and federal program requirements. Reviews, analyzes, and provides comments regarding technically complex and controversial documents and data analysis supporting decisions regarding the Regional Water Program.

Communicates with Agency management, colleagues and other experts outside the Agency to gain information and corroboration regarding innovative findings and solutions to complex problems. Writes study proposals, project plans, scientific and technical papers.

Provides expert advice regarding analytical techniques to analyze a wide range of scientific, legal, specific environmental site issues related to water quality. Provides technical expertise regarding data review and analysis, data quality assurance, data collection, and analytical methodologies to Regional staff, State, local and tribal governments, private industry, and the general public.

Evaluate adequacy and acceptability of technical analyses, studies, sampling, and conclusions of State, local and Tribal governments and industry when complying with the Federal Clean Water

Act and implementing regulations. Provide technical testimony, on behalf of the Agency, as required in legal proceedings.

Disseminates scientific/technical information through oral briefings, written documents, workshop/conference/seminar presentations, and/or public hearings regarding related to various aspects of overall water quality. Reviews and evaluates data submittals and/or requests involving a water related scientific or engineering activity or discipline (e.g. surface water modeling, total maximum daily load establishment, etc.)

Review and comment on proposed federal regulations in support of program regulatory actions promulgated by the Agency. Develop regional technical and programmatic skills for purposes of new federal regulations implementation at the regional level. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develop and/or revise regional guidance and policies required in support of implementing regional environmental programs or initiatives.

KNOWLEDGE REQUIRED BY THE POSITION (Lvl 1-8, 1550 pts)

Mastery of professional environmental science concepts, principles and practices applicable to the most complex technical problems associated with water quality issues encountered by industry, municipalities and/or agricultural enterprise, including state-of-the-art technology and equipment development.

Mastery of advanced environmental protection sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents and methods to solve a variety of technical problems with unprecedented aspects; and make decisions or recommendations that significantly affect the content, interpretation, or development of major policies or programs concerning critical or major technical issues.

Mastery of the Clean Water Act (CWA) and its implementing regulations, related to such programs as TMDLs, NPDES And/or Water Quality Standards (WQS).

Knowledge of applied surface water modeling techniques.

A practical understanding of water pollution engineering and biological processes which could include hydrology, modeling, statistics, aquatic chemistry and treatment methods addressing the generation and movement of pollutants from the point of origin to discharge into receiving waters, movement and transformation of pollutants through lakes, streams, rivers, estuaries, eutrophication processes, ecological and toxicological modeling in response to stressors such as toxics and habitat modifications to assess and correlate environmental data, verify results and discuss technical aspects of work with scientists, engineers, and other environmental experts.

Knowledge of collection and analyzing techniques in order to analyze required data/information to assess and predict physical, chemical and biological conditions in water-bodies.

Ability to develop and interpret guidelines, policies or methods and formulate decisions regarding necessary actions which include largely undefined issues and elements which ultimately affect the quality of surface waters in Region 7 states, including health and abundance of aquatic communities and the general public.

Demonstrated skill to foster cooperation and team approaches, motivate and be creative in resolving unprecedented issues.

SUPERVISORY CONTROLS (Lvl 2-4, 450 pts)

Supervisor makes assignments in the form of broad, general objectives with broad overall priorities and time frames for completions. The incumbent recommends and develops the various specific tasks and work products that are to be done and establishes the intermediate milestones, schedule and priorities. The incumbent independently plans and performs own work, resolving complex technical, programmatic, and/or administrative problems, recommending solutions and displaying a high degree of initiative and independence in achieving objectives through to completion. The incumbent regularly represents the Agency in dealing with the public and state, other federal and local agencies. The incumbent renders advice independently but keeps supervisor informed of major or controversial issues. The supervisor reviews completed work for general consistency with the original objectives and Agency policy and guidance.

Demonstrate and encourages high standards of behavior by adapting leadership styles to situations and people by empowering, motivating and guiding lower graded specialists; taking action, making difficult decisions and taking appropriate risks when needed; considering and responding appropriately to the needs, feelings, capabilities and interests of others; providing and seeking feedback; treating others respectfully and equitably; making clear and effective oral presentations to individuals and groups; asking questions for clarification and understanding; communicating effectively in writing, reviewing/editing others' writing; actively seeking customer input; ensuring customer needs are met and continuously improving the quality of services, products and processes.

GUIDELINES (Lvl 3-4, 450 pts)

In addition to a wide range of technical material (e.g., technical publications, standard technical reference literature, textbooks, water standards manufacturer's catalogs, publications of professional organizations) guidelines also consist of Federal and State statutes, regulations and Agency guidance memoranda which are frequently broad and general in nature. The incumbent uses initiative and judgment in selecting, adapting and applying pertinent guidelines. In addition, the incumbent uses ingenuity and resourcefulness in deviating from or extending established guidelines in those situations where guidelines are not applicable. Judgment and originality are required to correlate theoretical considerations with experience and establish compromises where circumstances warrant.

COMPLEXITY (Lvl 4-5, 325 pts)

Assignments involve the preparation and development of state specific program guidance, interpretation of guidance and agency policy to the state, the evaluation of state program and technical performance, and application of expertise to address complex technical, administrative, and programmatic issues. Assignments involve working with state and local governments, other federal agencies and the regulated community to develop workable solutions to complex and unusual water quality problems, involving interrelationships between state-of-the-art science, financial and local political factors. The incumbent develops a working knowledge of the state planning and budget process. Work requires independent judgment in the integration of the various components of a comprehensive water quality program. The program requires cross-media and inter-divisional coordination.

SCOPE AND EFFECT. (Lvl 5-5, 325 pts)

The incumbent serves as the key liaison person within the Division in relationship to the state and local programs. The purpose of the position is to ensure that a comprehensive and effective water quality program exists whose objective is to safeguard water quality standards that is protective of public health. The water quality program must be balanced and fully integrated program with the appropriate institutional practices and technical capability to support key program elements (e.g.). The incumbent is to provide clear and balanced guidance to the state which reflects Agency priorities and state needs as optimally as possible. The incumbent provides focus for resolution of conflicting viewpoints. The skill and judgment of the incumbent in evaluating and balancing technical and program priorities and needs in the circumstances of a given state is critical to the existence of a state water quality program. The incumbent ensures that the state is properly informed on Agency issues.

PERSONAL CONTACTS (Lvl 6-3, 60 pts)

Personal contacts are with senior level managers at state and local agencies and technical and scientific staff, engineers, local representatives of institutions, industry and media representatives, lawyers, members of congressional committees, officials or subject matter specialists of varied municipalities and industrial concerns and the general public. Contacts often involve the participation on committees, work groups and conferences that include state, local and private sector representatives. Contacts within the Agency are with senior level managers and staff, both at the regional office and at Headquarter offices.

PURPOSE OF CONTACTS (Lvl 7-3, 120 pts)

The chief purpose of contacts is to discuss and assess the adequacy of the state water quality program, evaluate and discuss programmatic, administrative and technical issues, to obtain or provide technical information/consultation, to interpret Agency policy and guidance, resolve any inconsistencies, and to convey Agency objectives and intent. Such contacts frequently involve diplomatic explanation of controversial, conflicting and complicated issues, where guidance is not clear and where the contact persons are critical. At times, the incumbent represents the Agency

under confrontational settings in an attempt to effect changes in viewpoints.

PHYSICAL DEMANDS (Lvl 8-1, 5 pts)

The work within the office is sedentary in nature, however, during field visits, there is considerable physical exertion (walking, bending, climbing). Travel in the performance of assigned duties is essential.

WORK ENVIRONMENT (Lvl 9-1, 5 pts)

Work is usually in an office setting, either at the regional office or while visiting the state agency. Some field visits may also be necessary.

PARTICIPATION IN THE MEDICAL MONITORING PROGRAM ☐ IS ☐ IS NOT
REQUIRED.